



St Andrew's Academy

School and Home Absence Procedure Agreement

- If your child is absent from school you must ring the school office (and Transport) before 9am to pass on the message
- Please note that you must contact both the SCHOOL and TRANSPORT regarding student absences. We cannot accept messages passed through the Escort as the only method of communication
- If your child is absent due to a medical appointment, school need to see confirmation of the appointment before the date of absence (eg. An appointment letter or text confirmation)
- You need to fill in a yellow “medical appointment” card that you can find in your child’s school diary and send this in with a copy of their appointment letter
- A member of school staff will ring home if you **DO NOT** ring the school by 9.45am and if it becomes a regular occurrence of parents/carers not ringing school to inform of an absence, school will contact the Education Welfare Officer
- Holidays cannot be authorised by school so if you do choose to take your child out of school during term time to attend a family holiday, you may receive a fixed penalty
- Our Education Welfare Officer has access to all students’ attendance data and she may contact families if either she flags a concern or one is raised by school